

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Ed Shikada
Katy Allen
Wandzia Grycz
Scott P. Johnson
José Obregon

SUBJECT: SEE BELOW

DATE: 03-2-04

Approved

Date

Council District: Citywide
SNI: NA

**SUBJECT: WORKPLAN FOR TECHNOLOGY, FURNITURE, EQUIPMENT, AND
RELOCATION PROCUREMENTS FOR THE NEW CIVIC CENTER**

RECOMMENDATION

Accept a workplan for procurement and implementation of City Council direction to pursue savings in technology, furniture, equipment, and relocation services for the new Civic Center.

BACKGROUND

At the February 3, 2004 meeting, the City Council directed that staff pursue a series of strategies to realize savings in the procurement of technology, furniture, equipment, and relocation services for the new Civic Center. This memorandum outlines a workplan for implementing this direction, including a schedule for City Council involvement with individual procurements.

ANALYSIS

On January 22, 2004 staff provided a memorandum and detailed inventory of anticipated non-construction start up costs, as well as budgets and schedules for individual elements. Based on this inventory and City Council direction, staff has reviewed options for generating savings and keeping the City Council informed throughout the upcoming procurement process. As a result of this review, staff has developed a workplan for proceeding with needed procurements and sequencing the work that will be presented to the City Council over the next several months. Attachment A details the approach for each of the seventeen planned technology, furniture, equipment, and relocation procurements. This workplan will be updated and expanded in upcoming months, as needed to reflect any significant changes.

In order to manage the specific strategies identified, staff recommends the following overall approach to the procurement effort:

- To keep the City Council informed throughout implementation, staff will provide monthly informational memoranda reporting progress on active procurements, such as the issuance of requests for proposals, vendor conferences, deadlines, and evaluation processes.
- Staff will supplement these reports by providing the City Council with key procurement documents, such as Requests for Proposals (RFPs), as they are issued.
- In general, the following strategies will be reflected in the procurements:
 - where professional services are involved, RFPs will provide baseline designs but also solicit recommendations from proposers on how best to meet project goals while reducing costs;
 - purchase specifications will be structured to maximize flexibility in decision making by including a minimum required purchase with additional options as “add alternates;”
 - in order to reduce contractor mobilization and coordination costs, equipment installations will be bid along with building construction contracts; and,
 - lower up-front cost options such as leasing, used equipment, and sponsorship opportunities will be investigated where possible.
- When individual contract award recommendations are forwarded to the City Council (or prior to this where feasible), staff will provide an analysis comparing the recommended award to alternatives such as cancellation, deferral, and lower cost options.
- Staff reports will also compare recommended expenditures to the 15% savings goal established by the City Council, both individually and cumulatively. Since not all procurements will have equal cost savings opportunities, this will keep the Council apprised from an individual and comprehensive perspective.
- Timeliness and cost-effectiveness may dictate that certain procurements be phased, with some contracts smaller than requiring City Council action. Staff will inform the City Council as such situations are identified and developed, through the monthly reports noted above.

It should be noted that the timeframe for decision-making and opportunities for savings will be affected by a number of factors. These include the importance of coordinating with ongoing construction and uninterrupted service goals, balancing economies of scale from large purchases with unique purchase opportunities for a smaller quantity of used goods, and providing effective oversight over multiple vendors. In addition, the option of deferring purchases should be weighed against the impacts on pricing if purchases are made after building occupancy and

associated disruption to facility operations. Providing the analyses that consider such key factors while keeping pace with construction will be extremely challenging; as such, the recommended approach is intended to maximize the timely information and viable options provided to the City Council.

The recommended workplan would result in the following sequence of contract awards being presented to the City Council for action:

- | | |
|-------------------------------|--|
| March - April 2004 | <ul style="list-style-type: none">▪ FE3 – Utility Services▪ Informational report on E-Government and how these technological advances will be incorporated into the new Civic Center |
| May | <ul style="list-style-type: none">▪ T3 – Inter-facility Communications, old City Hall to 4 N. 2nd Street▪ T5 – Voice and Data Cabling▪ T9 – Security Hardware and Software |
| June | <ul style="list-style-type: none">▪ T4/T10 – Network Infrastructure and Telephone System▪ T6 – Audio-Visual Equipment▪ T8 – Radio/Cellular/WiFi Equipment▪ FE3 – Signage for Public Wayfinding▪ FE4 – Tower and Rotunda Sun Shade Covers |
| August – September | <ul style="list-style-type: none">▪ T1 – Facility Information System▪ T2 – Servers▪ T3 – Inter-facility Communications, 4 N. 2nd Street to new Civic Center▪ FE1 – Furniture Program▪ FE2 – Analysis of window washing service options▪ FE6 – Analysis of Public Space Use Program options |
| October – December 2004 | <ul style="list-style-type: none">▪ T7 – Kiosks▪ FE2 – Operational and Maintenance Equipment▪ FE6 – Public Space Use Program |
| January – March 2005 | <ul style="list-style-type: none">▪ T3 – Inter-facility Communications, new Civic Center to parking garage▪ FE5 – Recycling / Trash Compactors▪ Relocation Programming Services |

PUBLIC OUTREACH

The City Manager's Office and Public Works staff in cooperation with the Office of Cultural Affairs and the San José Redevelopment Agency is coordinating public outreach for the new Civic Center.

HONORABLE MAYOR AND CITY COUNCIL

Subject: Workplan For Technology, Furniture, Equipment, and Relocation Procurements for the New Civic Center

03-2-04

Page 4

COORDINATION

This memo has been coordinated with the City Manager's Office and the departments of Public Works, General Services, Information Technology, and Finance.

CEQA:

New Civic Center Project: EIR Resolution No. 68905

New Civic Center Parking Garage: EIR Resolution No. 71743

Ed Shikada
Deputy City Manager

Katy Allen
Director of Public Works

Wandzia Grycz
Chief Information Officer

Scott P. Johnson
Director of Finance

José Obregon
Director of General Services